

**OFFICE OF JUVENILE JUSTICE
STATE OF LOUISIANA CORPORATE LIABILITY TRAVEL -CARD/CBA PROGRAM**

Attachment C

CARDHOLDER STATE LIABILITY TRAVEL CARD (T-CARD) LOG – FOR BILLING CYCLE _____

CARDHOLDER NAME: _____

CARDHOLDER ACCOUNT NUMBER (LAST FOUR DIGITS) : _____

NO	DATE	VENDOR NAME	DESCRIPTION	QTY	AMOUNT	RECEIPT DATE	ACCTG INFO		OTHER INFORMATION
							ORG.	RPT CAT	
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
			PAGE TOTAL:		\$				

The T-Card/CBA Log is to be used to help reconcile purchases/services made during the billing cycle by matching the paper memo statement received from the bank to the T-Card log and the documentation obtained from the vendors on purchases/services. The documentation must be reviewed and certified by the cardholder as received or reported as a disputed item. Each charge/credit should be verified. The cardholder should then sign and date the T-Card/CBA log and forward to his/her supervisor. The cardholder's supervisor or delegated reviewer must review all T-Card transactions, documentation and paper memo statement. To document this review and approval, the supervisor/reviewer is to sign and date the T-Card/CBA Log. After approval, the original documentation, T-Card/CBA Log, and the paper memo statement are forwarded to the Program Administrator or designee. The Program Administrator or designee is responsible for cost distribution and record retention.

Cardholder Signature

Supervisor/Reviewer Signature

Program Admin/Designee Signature

Date

Date

Date